



ANCC PTAP GETTING STARTED GUIDE



PRACTICE TRANSITION ACCREDITATION PROGRAM®

STEPS TO APPLY FOR PTAP ACCREDITATION

These steps apply for both initial and reaccrediting applicants:

PRE-APPLICATION

- Download and review the current [PTAP Manual](#). Review the current PTAP Accreditation Criteria and any [current addendum items](#).
- Perform a program **gap analysis**. (Note: This resource is provided as a self-directed aid. You will not submit a completed gap analysis to the ANCC PTAP Team.)

BECOMING AN APPLICANT

- Contact the PTAP Team if you are unsure of the appropriate review cycle for your program.
- Submit a completed [PTAP Application Form](#) to confirm your program's eligibility according to the cycle application deadline.
- Access the PTAP Applicant Resource Center and review its webinars and tutorials. Download and begin using the required document templates. (Note: This resource center is provided only to official PTAP applicants.)

SELF-STUDY

- After program eligibility is confirmed, the PTAP Team will schedule a brief welcome webinar to review the Applicant Resource Center and program eligibility letter in detail.
- Submit program self-study package by assigned due date.

DOCUMENT REVIEW AND SURVEY

- The residents or fellows identified in the survey will complete the PTAP Resident/Fellow Survey (**51% response rate is required for the appraisal process to move forward**).
- Appraisers complete a qualitative review of the self-study.
- Written additional documentation may be requested from appraisers, if needed.

VIRTUAL VISIT

- Complete a Virtual Visit with the appraiser team to amplify, clarify, and verify findings in the self-study and additional documentation.
- Appraisers prepare a final report for the Commission on Accreditation of Practice Transition Programs (COA-PTP) based on the self-study, additional documentation, and Virtual Visit.

ACCREDITATION DECISION

- The Commission on Accreditation of Practice Transition Programs (COA-PTP) reviews the appraiser team's final report and aggregate data from the Resident/Fellow Survey.
- If submitted and review eligibility is met, COA-PTP reviews AWD documentation and votes on an accreditation decision. Program accreditation may be granted for four years.

ABOUT THE PTAP DOCUMENTATION

Supporting Documentation

- ▶ Supporting documentation provides a context for understanding the RN Residency/RN or APRN Fellowship Program (“the program”) and the organization or workplace setting(s) where the program is operationalized.
- ▶ The applicant must submit the requested documentation following the PDF bookmarking guidelines in Appendix A of the *2020 PTAP Manual*.

Narratives

- ▶ Applicants will write a separate narrative to address each program criterion. A narrative is a description and demonstration (example) of how the PTAP requirements are present and operationalized within the program.
- ▶ Applicants may submit additional supporting evidence beyond the required supporting documentation criteria.

There is a limit of 3 additional supporting evidence documents per narrative, if needed.

Templates

The ANCC PTAP Team has developed templates to help applicants complete the requirements for self-study documentation. All templates can be found in the Applicant Resource Center. Access to the center is granted after eligibility is confirmed.

<p>Program Self-Study Template</p> <p>REQUIRED FOR DOCUMENT SUBMISSION</p>	<p>Aggregated Quality Outcomes Table Template</p> <p>OPTIONAL</p>
<p>Workplace Setting/ Site Crosswalk Template</p> <p>REQUIRED FOR DOCUMENT SUBMISSION</p>	<p>Program AWD Template</p> <p>OPTIONAL</p>

Writing to the PTAP Criteria

A narrative description of how the program operationalizes each criterion is required for each of the five domains: Program Leadership, Quality Outcomes, Organizational Enculturation, Development and Design, and Practice-Based Learning.

Narratives provide an opportunity to tell how the program is adhering to the accreditation criteria and requires both a description (“describe”) and demonstrate (“example”) for each criterion.



HOW TO WRITE A DESCRIPTION (“DESCRIBE”)

- ▶ The description should be a general overview of the structures, processes, or policy(ies) used by the applicant program to meet the criterion requirement.

- ▶ Tell the who, what, where, when, why, and how (as applicable).

Who is involved or responsible?
When does it happen and how does it happen? Why do you do that?

What do you do, or expect to do, every time, with every cohort, in relation to this criterion?

- ▶ Close your eyes and listen to a colleague read your description out loud.

Is this capturing the entire process asked about in the criterion?

Does your response answer the whole question?

Can an outsider understand your structures and processes?

- ▶ In the end, your descriptions provide an instructional guide on how to run the program.



HOW TO WRITE A DEMONSTRATE (“EXAMPLE”)

- ▶ Tell a story that substantiates the structures, processes or policy(ies) described. The example should be specific.
- ▶ The example should be specific and detailed demonstrating how the applicant program operationalized the process (description) in a real-life incident.

Examples must include details such as names, dates, locations/units.

Talk about real people and real events.

Tell a story about someone who went through an experience that demonstrates the component of the criteria.

- ▶ Do not attach a document in place of a written example.

If using a document to show something that happened, expand on how it relates to the process described and the events surrounding how it was used.

Additional supporting evidence in the narratives must be limited to no more than 3 documents.

Examples should bring the structure, processes, and policies to life!



GENERAL TIPS FOR WRITING THE SELF-STUDY AND AWD DOCUMENTS

- ▶ **Pause and reflect on the intent of the PTAP standard.**
Determine what the question is asking, and remember to answer all parts of the criterion requirement in each response.
- ▶ **Answer the standard requirement directly and completely.**
- ▶ **When an individual's name is used in the narrative, indicate their position/ title to ensure the reader can follow your response.**
- ▶ **Give enough background/context for the reader to understand the response. You do not want the appraisers to assume anything.**
Spell it out!
- ▶ **Ask several colleagues to read your responses and tell you if you have answered the standard requirement.**

SELF-STUDY SUBMISSION CHECKLIST



SUPPORTING DOCUMENTATION

- Each piece of requested supporting documentation is included and correctly bookmarked.

NARRATIVES

- Each criterion response has a Description and Demonstration narrative.
 - Descriptions are more than 1 or 2 sentences and answer the question in the criterion completely. *Note: Complete but concise responses generally require 2-3 paragraphs per description and example.*
 - Examples tell a story that demonstrates how the process described is implemented in real life.
 - Examples are written in the narrative format. *Note: Examples referencing only an attachment are not accepted.*

FORMATTING

- All narratives and supporting documents are included in one single PDF file with bookmarks.
- The PDF file is no longer than 500 pages.

ABOUT THE RESIDENT/FELLOW SURVEY PHASE

Purpose

- ▶ The PTAP survey invites nurse residents/fellows to share their perceptions of the applicant practice transition program. Responses are a complement to the program's self-study documentation and Virtual Visit.

Types of Questions

- ▶ The survey asks questions relevant to the presence of essential elements of a practice transition program as defined by criteria in the *2020 Application Manual: Practice Transition Accreditation Program*[®]. It covers these topics:
 - Mentor(s)
 - Preceptor(s)
 - Program Director Resource allocation
 - Orientation process
 - Program curriculum
 - Quality outcomes

Required Response Rate

- ▶ The minimum response rate of 51% of all eligible nurses to participate in the survey is required.

Eligibility

- ▶ Survey respondents must have participated in the program (including any who completed or who left the program) in the process of 12 months preceding submission of the program's application form.

Confidentiality

- ▶ Individual survey answers are completely confidential. Survey responses are submitted via a secure website, which only authorized ANCC Team may access. No one in your organization can view individual responses.

Reporting of Results

- ▶ Responses from your organization are combined to produce a summary report that includes the average aggregate response for each domain about the practice transition program. Demographics are not included in the summary.



Residents/fellows who *participated* in the transition program during the 12 months preceding the application are requested to respond to the RN Resident/RN or APRN Fellow Survey.

- ▶ The number of residents (“N”) who *participated* in the program in the previous 12 months, including any still in the program, who completed or who left the program, must be reported on the PTAP Application Form, regardless of their current status with the organization.
- ▶ **At least 51% of the N reported on the PTAP Application Form must complete the survey. Failure to meet this threshold will result in the application review process ceasing.**
- ▶ The ANCC PTAP Team will provide written confirmation of survey dates and additional distribution instructions to the Program Director. The survey hyperlink will be provided by the PTAP Team.

ABOUT THE VIRTUAL VISIT

Purpose

- ▶ The Virtual Visit consists of an audio/video conference between the applicant and appraiser team.
- ▶ The purpose of the Virtual Visit is to clarify, verify, and amplify program adherence to ANCC PTAP criteria.
- ▶ ANCC PTAP Appraisers utilize the Virtual Visit to determine operational consistency of the program across all participating sites and practice settings.

Virtual Visit Date

- ▶ The ANCC PTAP Team will communicate with the Program Director via email with 2–3 dates and time options for the Virtual Visit. This communication is sent after the PTAP documentation is submitted.
- ▶ If proposed date and time options do not work for the program, the Program Director must inform the PTAP Team immediately with significant rationale.

Conference Call/Video Requirements

- ▶ The applicant organization will arrange and pay for the conference call. Web conferencing systems with video capability (e.g., Zoom, Teams, WebEx) are required.
- ▶ The Program Director should communicate instructions, including what to do if the appraiser team experiences technical difficulties or cannot access the conference line, as directed.

Agenda

- ▶ An agenda is sent 2 weeks prior to the Virtual Visit from the Appraiser Team Leader.

Length of Virtual Visit

- ▶ The visit can last between 3–4 hours.
- ▶ Depending on the number of sites in a **multi-site review**, alterations may be required to call times/length. The Program Director must be available to the Appraiser Team Leader for a planning call prior to the visit.

Attendees

- ▶ **Program Director:** Required to participate for the full length of the Virtual Visit; The visit will not be held if the Program Director does not participate.
- ▶ **Executive Leadership:** Required for brief interview; CNO (at system level if multisite program) and/or CMO (as applicable).
- ▶ **Directors/Managers of Workplace Settings:** Required.*
- ▶ **Preceptors/Faculty:** Required.*
- ▶ **Current Residents/Fellows:** Required.*

* Appraisers will select individuals by name/role if mentioned in self-study OR identify specific site(s)/workplace setting(s) for applicant to select.

Recording the Virtual Visit

- ▶ Recording of the visit is prohibited.
- ▶ Consultants or curriculum vendors are not allowed to attend the Virtual Visit.

Additional Evidence After the Virtual Visit

- ▶ Additional evidence must be submitted within 72 hours if requested by appraisers. There are no additional fees required for additional evidence requests.

Note: The Virtual Visit is the final applicant portion of the appraisal review process. The accreditation decision is not made by appraisers, and the outcome of the appraisal review will not be discussed on the Virtual Visit

ABOUT PTAP REVIEW OUTCOMES

- ▶ The Commission on Accreditation of Practice Transition Programs (COA-PTP) conducts a thorough, evidence-based review of the final appraiser report, aggregate survey response, and AWD documentation (when applicable).
- ▶ Following review, the COA-PTP votes to determine the outcome of the appraisal review for RN Residency/ RN or APRN Fellowship Programs.
- ▶ The PTAP Team notifies the Residency/Fellowship Program Director of the decision. The possible outcomes of the COA-PTP’s vote include:

<p>ACCREDITATION DENIED</p>	<ul style="list-style-type: none"> ▶ The COA-PTP may determine that the threshold for meeting PTAP standards has not been met, and accreditation will be denied. ▶ Applicants may submit a new application after addressing deficiencies.
<p>PROVISIONAL ACCREDITATION</p>	<ul style="list-style-type: none"> ▶ Opportunities for improvement may be identified in the review process, more extensive than a progress report (see Accredited status below). ▶ Provisional status is only known to the program and ANCC; it is not made public.
<p>ACCREDITED WITH PROGRESS REPORTS</p>	<ul style="list-style-type: none"> ▶ The program is accredited but is required to submit a progress report addressing opportunities for improvement. ▶ The status of having a progress report is not externally facing.
<p>ACCREDITED</p>	<ul style="list-style-type: none"> ▶ The program is accredited and has no deficiencies.
<p>ACCREDITED WITH DISTINCTION</p>	<ul style="list-style-type: none"> ▶ Applicant program must declare intent to apply for distinction. ▶ See Appendix B, PTAP Manual, Accreditation with Distinction. ▶ This is the highest level of accreditation bestowed by the COA-PTP.



ACCREDITATION REVIEW CHECKLIST

The ANCC Practice Transition Accreditation Program® (PTAP) checklist is intended to guide applicants through major achievements of accreditation application and review.

PLEASE NOTE:

- ▶ The **pre-application phase** can last varying amounts of time depending on preparation time required for a program to meet PTAP standards and eligibility requirements.
- ▶ The **application and review phase** generally lasts 10 months or less, with 4-months of self-study writing/cycle preparation and 6-months or less of the accreditation review.
- ▶ Applicants can expect an accreditation decision within 6 months of submitting their self-study document.

PRE-APPLICATION PHASE

PREPARE

Start communicating with the ANCC PTAP Team early. Prepare your team for your application:

- Review the [2020 PTAP Application Manual](#). Ensure your program meets eligibility.
- Complete the accompanying [Gap Analysis Tool](#).
- Consider attending a [PTAP Introductory Workshop](#).

APPLY

Choose one of our four annual [application cycles](#); communicate your plan to the PTAP Team.

For questions about what is expected on the application form, contact us at practicetransition@ana.org

- Download and begin to fill out the application form.
 - Finalize your application form and required application documents (e.g., organizational charts).
 - Set up your application email to send to the PTAP Team.

TIP Space in each cycle is limited; don't delay sending your application.

- Send your completed application form and required documents to practicetransition@ana.org.
 - Check the application open date on the website. The PTAP Team accepts applications at 9:00 a.m. ET. The cycle will remain open until it fills or until the date indicated on the website.

TIP Programs receive a response within one week of application form submission. The PTAP Team may communicate during this time to ask for program clarifications. Official applicants are accepted into the review cycle via issuance of an eligibility letter.



APPLICATION AND ACCREDITATION REVIEW PHASE

The resources below are given to applicants after their eligibility has been confirmed and they are in a cycle. All resources mentioned below are available only to confirmed ANCC PTAP applicants and are copyright of the American Nurses Credentialing Center.

SELF-STUDY WRITING AND CYCLE PREPARATION

MONTH 1 • APPLICATION AND ELIGIBILITY

MONTH _____ /YEAR _____

- Review your Eligibility Letter sent by the PTAP Team.
- Open access link to the PTAP Applicant Resource Center. View, download, or share the following resources with your team:
 - Download and begin using the REQUIRED self-study and Accreditation with Distinction (if applicable) documentation templates.
 - View template tutorials and webinars focused on starting your accreditation journey.
 - Download and share *Applicant Resource Guide* with your team.
- Participate in the *Welcome Call* with a member of the PTAP Team. Prior to the call:
 - Review *Welcome Call* webinar in Resource Center.
 - Prepare questions.
 - Review Accreditation with Distinction criteria from the *2020 PTAP Manual*.
- Develop a writing timeline. (See your cycle-specific *Writing Timeline* in the Resource Center).
- Begin writing self-study; consider gathering your supporting documentation (SD) first.

TIP Collecting SD is an easy win — most documents already exist as you developed them before implementing your program.
- Prepare your organization for the *Resident/Fellow Survey* coming in month 5.
- Determine if your organization will submit responses for consideration of Accreditation with Distinction.

MONTH 2 • DOCUMENTATION PREPARATION AND WRITING

MONTH _____ /YEAR _____

- Continue to communicate process/manual questions to the PTAP Team using the special applicant email.
- Plan to have an outline of your full self-study document drafted early; track names/roles/organization of persons mentioned in self-study examples to ensure representative sample of workplace settings and sites is achieved.
- Continue to write your self-study; supporting documents should be finalized.
- If applicable, choose your Accreditation with Distinction criteria (5 total, see *Appendix A* for full requirements). Draft your AWD document.

MONTH 3 • DOCUMENTATION EDITING

MONTH _____ /YEAR _____

- View tutorials and webinars focused on your appraisal journey to come.

TIP Listen for an overview of how your appraisal review will flow with topics covered such as appraiser assignment and conflict assessment, document submission, resident/fellow survey, additional documentation requests, and Virtual Visit assessment.
- Watch *PTAP PDF Bookmarking Tutorial* in the Resource Center:
 - Download and review formatting from sample bookmarked document.
 - Practice bookmarking.



MONTH 3 • DOCUMENTATION EDITING (CONTINUED)

MONTH _____ /YEAR _____

- If needed, request a follow-up call with a member of the PTAP Team.
 - Review information in the Resource Center prior to request.
 - Prepare questions; send ahead of request.
- Determine if your organization will submit responses for consideration of Accreditation with Distinction.
- The PTAP Team will contact the Program Director regarding AWD decisions and documentation submission.
 - Respond to the PTAP Team regarding our inquiry about your AWD decision. Follow up with any questions that arise from our cycle reminder communications.
- Continue to write self-study and AWD narratives and prepare for final document editing and formatting.

MONTH 4 • DOCUMENTATION EDITING AND FORMATTING

MONTH _____ /YEAR _____

- Have final drafted document(s) (self-study and AWD documentation, if applicable) early this month (a few weeks before self-study due date).
- Seek approval/input of final drafts from your nursing executive (CNO), Program Advisory Committee, or others as applicable.
- Complete bookmarking of your self-study and AWD documentation (if applicable).
 - Combine your self-study template file with your supporting documents into one PDF.
 - Create required bookmarks and format in same process as seen in sample document.
 - Review *PTAP PDF Bookmarking Tutorial* again or reach out to your internal IT team for support.
- Complete bookmarking of your AWD documentation (if applicable), repeating the processes used for finalizing the self-study.

ACCREDITATION REVIEW

MONTH 5 • DOCUMENTATION SUBMISSION, SURVEY, AND SCHEDULING THE VIRTUAL VISIT

MONTH _____ /YEAR _____

- Submit your self-study and AWD documentation (if applicable) before or on due date, specified in your eligibility letter, by 12:00 p.m. ET.
- A quantitative review will be completed by PTAP Team (template and formatting quality control check).
 - Send any missing items to PTAP Team by extension due date.
- After all documentation have been cleared by PTAP Team, the Program Director will receive the survey link for distribution to N (survey participants). Immediately distribute survey link to residents/fellows.
 - Monitor progress throughout month via weekly updates from PTAP Team; respond according to survey participation rates through organizational/programmatic efforts.
 - Ensure survey participation threshold is met within timeframe (51% of N number complete the survey within 4-week time period). **Note: Appraisal review process will stop if participation threshold is not met.**
- Select Virtual Visit date and time from options given by appraisers,
 - Establish audio/video conferencing system for visit; provide login information to appraisers and backup phone number for Program Director.
 - Block calendars of those expected to participate.
 - Review *Virtual Visit FAQ*.



MONTH 6 OR 7 • VIRTUAL VISIT

MONTH _____ /YEAR _____

- Complete and send in any additional documentation requested by Appraiser Team.
- Prepare your team for their Virtual Visit:
 - Reread FAQ sheet on Virtual Visit.
 - Share your self-study document for full team review.
 - Consider hosting mock Virtual Visit.
- Review Virtual Visit agenda (sent 2 weeks before Virtual Visit Date);
 - Confirm audio/video conferencing system information is correct as listed on agenda.
 - Make final preparations for the visit; provide appraisers with any required information (e.g., attendance roster).
 - Reach out to anyone specifically requested for interview by appraiser team.
- Host Virtual Visit.
- Complete an ANCC PTAP survey providing feedback about your overall experience as an applicant.
- Celebrate that your review is complete!

MONTH 7, 8, OR 9 • ACCREDITATION DECISION

MONTH _____ /YEAR _____

- Confirm calendar invitation from PTAP Director for Decision Call.
 - Arrange for team to be present for call.

FOR PROGRAMS WITH DECISIONS OF ACCREDITED PROVISIONAL, ACCREDITED, OR ACCREDITATION WITH DISTINCTION

MONTHS 10-12

MONTH _____ /YEAR _____

- Review Accreditation Decision letter to ensure proper use of your accreditation statement.
- Login to the PTAP Accredited Program Learning Community (access given to Program Director only).
 - Create your learning community profile and introductory post.
- View, download, or share the following Learning Community resources with your team:
 - Review *Accredited Program Resource Guide*.
 - Download and utilize the *Marketing Toolkit* for use of PTAP accredited logos and marketing language.
- Create calendar reminders for important accreditation-related requirements, including:
 - Attendance at Program Director webinars, hosted quarterly for accredited programs by ANCC PTAP Team.
 - Payment of annual fee (to be paid in either February or August; check review decision letter for due date).
 - Submission of annual report (requirements of report announced in August; program data will be collected in November with a due date of December 1).
 - Reaccreditation timeline and application.

HOW TO CREATE ADOBE PDF BOOKMARKS AND OTHER FORMATTING TIPS

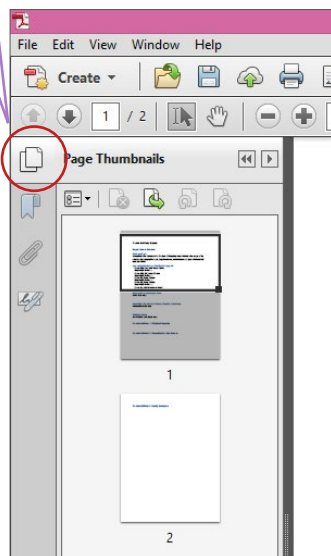
Applicant programs are required to use the PTAP documentation templates and format documents according to manual *Appendix A*. Self-study and AWD documents must be submitted as PDF-bookmarked files. Following is a written tutorial with tips on creating and organizing PDF bookmarks.

Adobe Acrobat Icons

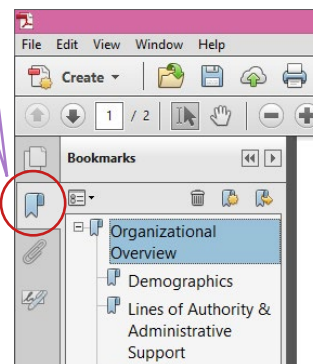
On the left side of your PDF file, you will see a series of icons; these are the navigation icons for your document.



The page icon will show thumbnails of each page of your document.



The ribbon icon will show all of your bookmarks.



Compiling Your Documents into a PDF

On the left side of your PDF file, you will see a series of icons; these are the navigation icons for your document.

STEP
1

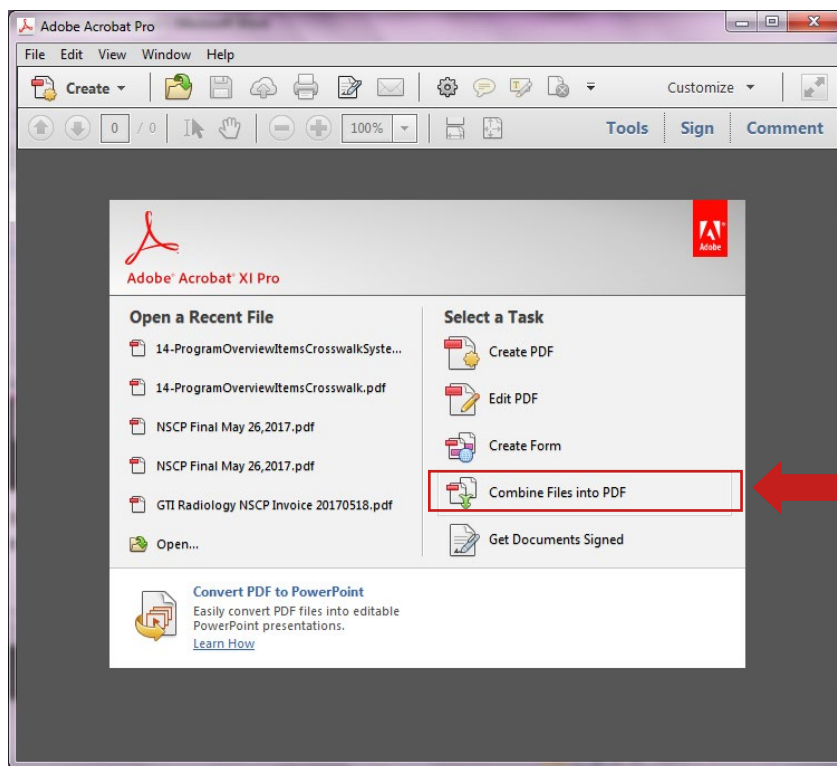
CREATE SELF-STUDY USING WORD DOCUMENT TEMPLATE

- ▶ Save your self-study document using the required template. Move on to the next step when you have finished editing all text and checked spelling, grammar, etc.
- ▶ **You cannot edit the text once you have imported the document into Adobe Acrobat.**
- ▶ Have your Supporting Documentation and any appendices saved and organized.

STEP
2

COMBINE YOUR FILES IN ADOBE ACROBAT PRO

- ▶ Open Adobe Acrobat. Below is a screenshot of the menu. On the left is a list of documents that you have previously opened or created (recent files). On the right are your task options. Click on “Combine Files into PDF” (toward the bottom right) to compile your document.

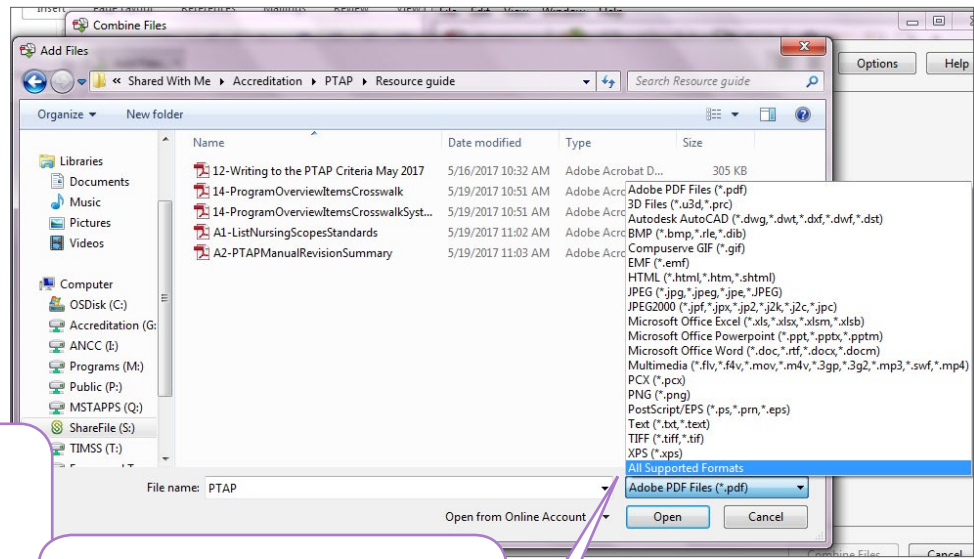


Screenshot 1: Adobe Acrobat Pro Menu

After you select Combine Files into PDF, you will select the documents to be compiled. Select the files and “Open.”

TIP: Have all your files ready in one folder for easy browsing.

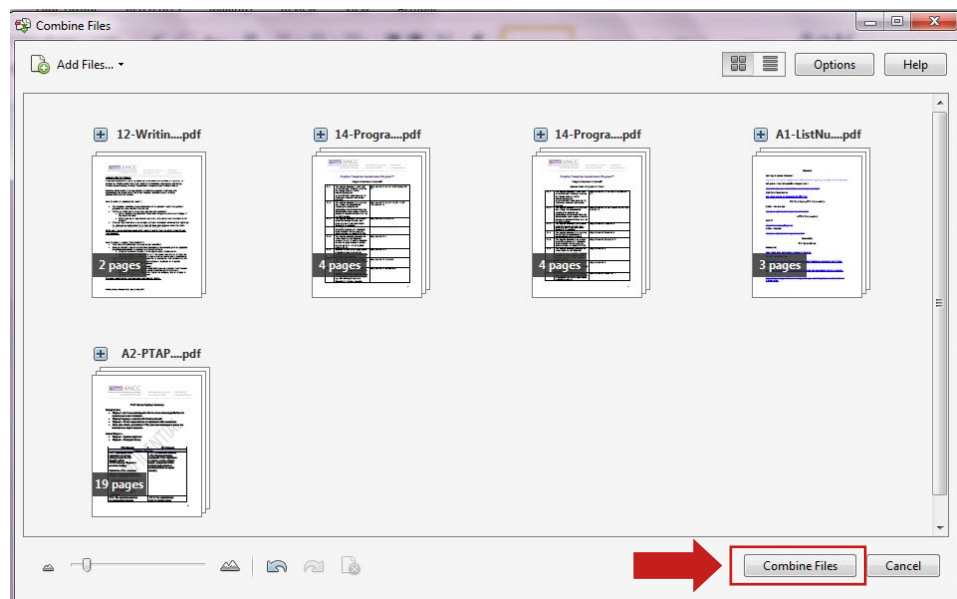
TIP: If you don't see all your files, make sure the browser is displaying “All Supported Formats.” See bottom right of Screenshot 2.



Screenshot 2: Select files to combine.

You can now put the files in the order you want them to appear in your PDF. Then select “Combine Files.”

Your new PDF file will now open.

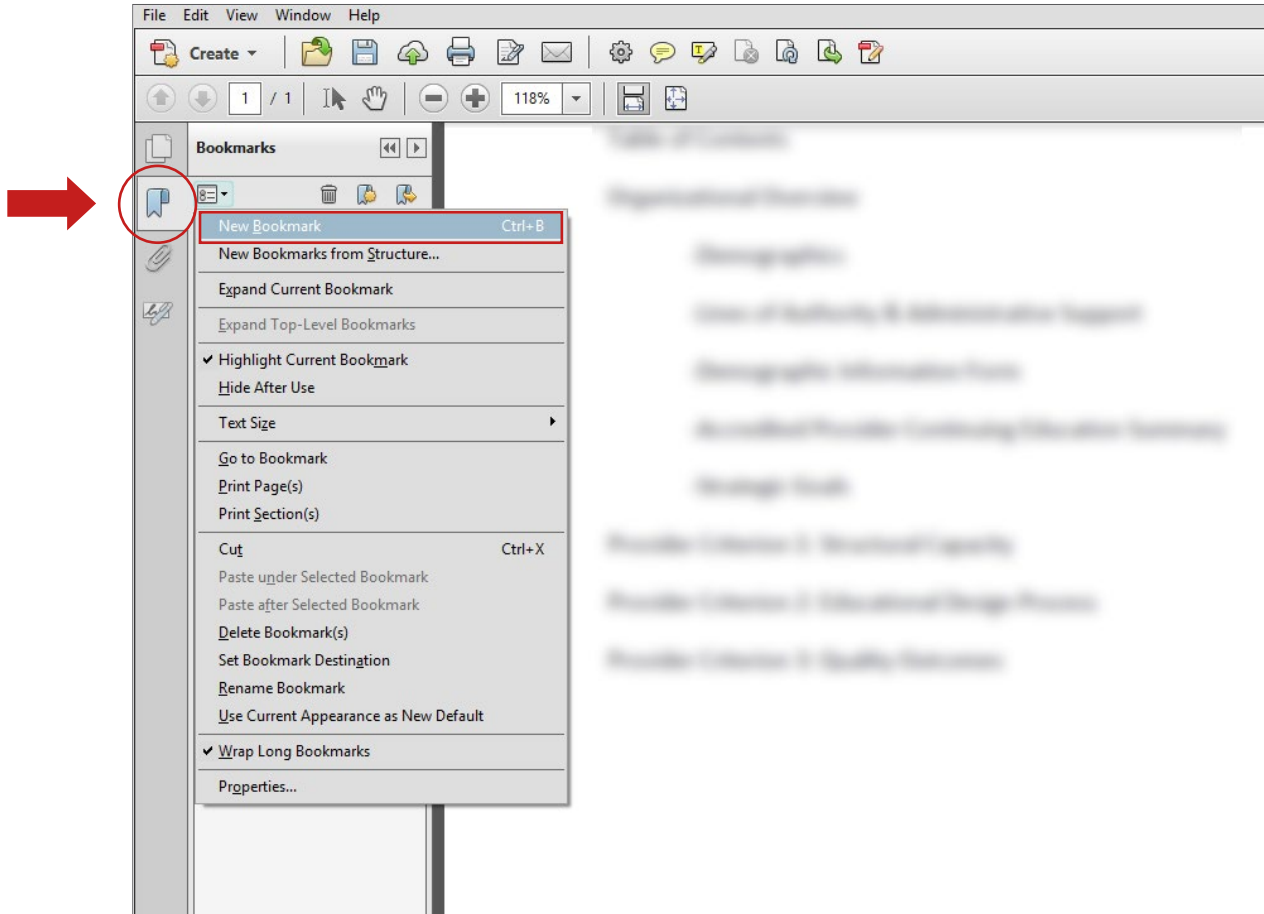


Screenshot 3: Place your files in order before selecting “Combine Files.”

STEP
3

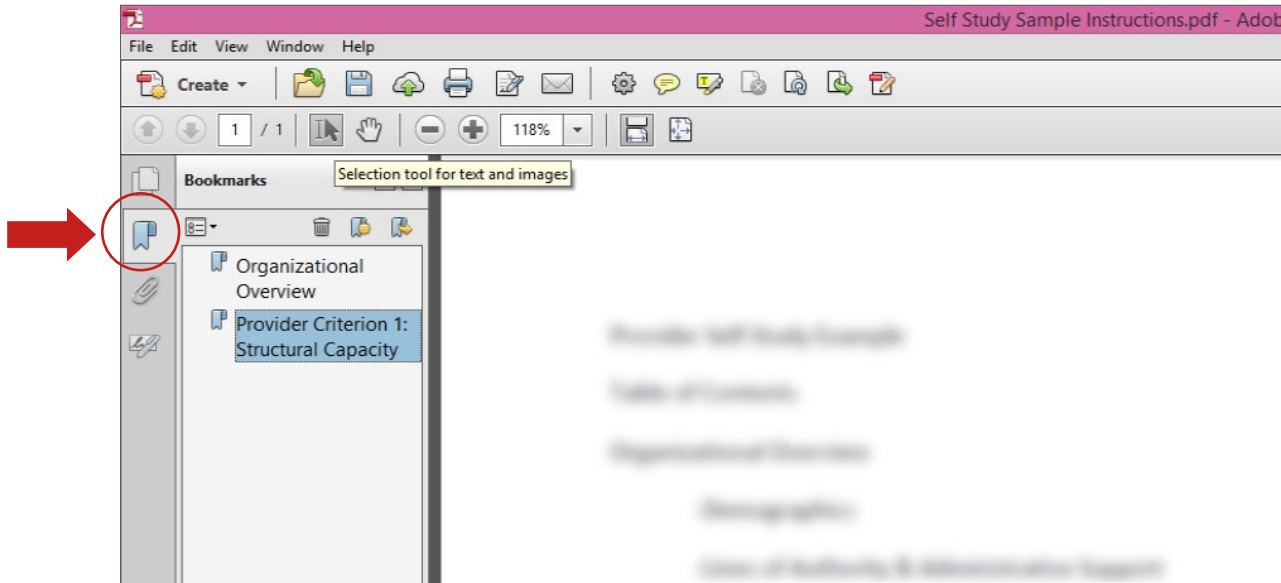
CREATING BOOKMARKS

On the left, click on the ribbon icon, which opens the Bookmarks Navigation pane.

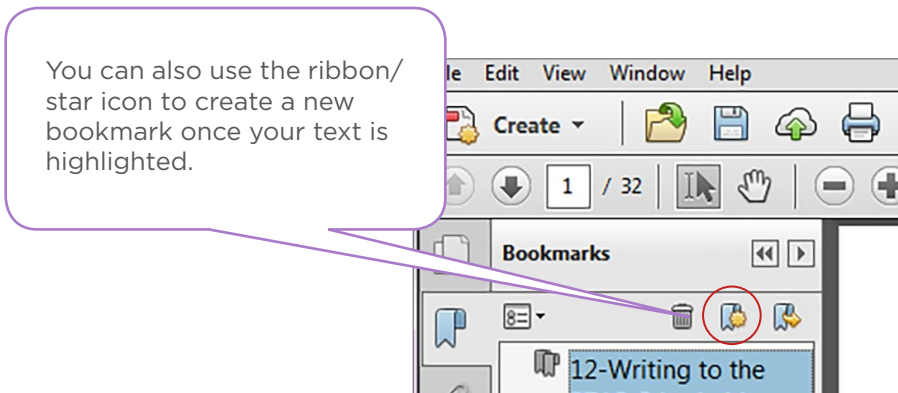


Screenshot 4: Creating a new bookmark.

Find the text in the document that you wish to make a bookmark. Using the Text Select Tool from the Acrobat toolbar (the arrow above and to the right of the bookmarks toolbar) and highlight/select the text with your mouse that you wish to use for the bookmark label. The highlighted text currently selected in the document is used as the bookmark's label. If no text has been highlighted, type the text for the bookmark label and press Enter. (Bookmark labels can be up to 128 characters long.)



Screenshot 5: Use the Selection Text Tool to highlight text to create the next bookmark.



Screenshot 6: The New Bookmark icon

Repeat until all bookmarks are created.

STEP 4

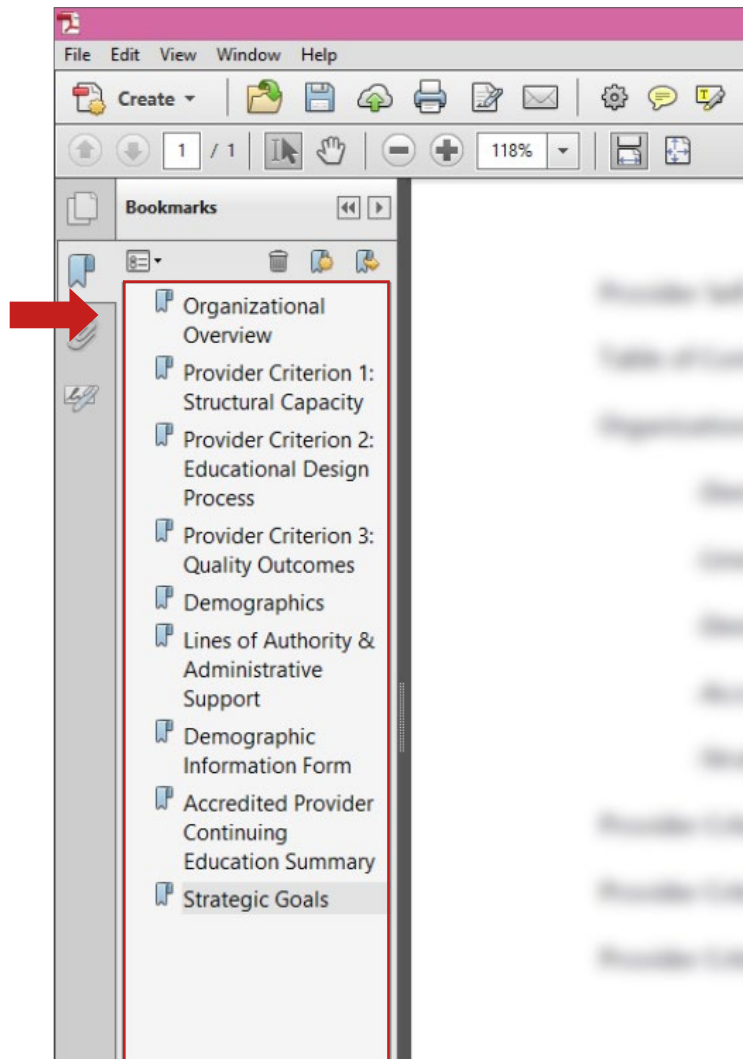
NESTING BOOKMARKS

On the left, click on the ribbon icon, which opens the Bookmarks Navigation pane.

You can nest/indent a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired. **Remember: The nested pages must be bookmarks first to do this.**

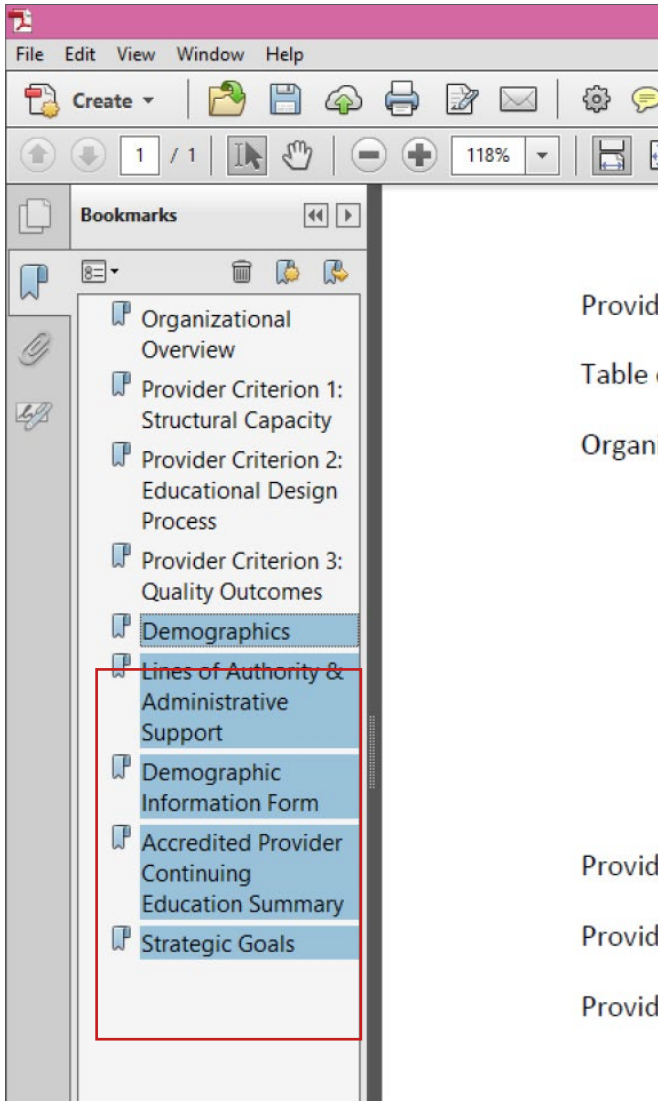
When you are finished, you will be able to jump from page to page throughout the document. Follow the steps below to nest one or more bookmarks under another bookmark:

First, make all of bookmarks visible in the Navigation pane on the left.



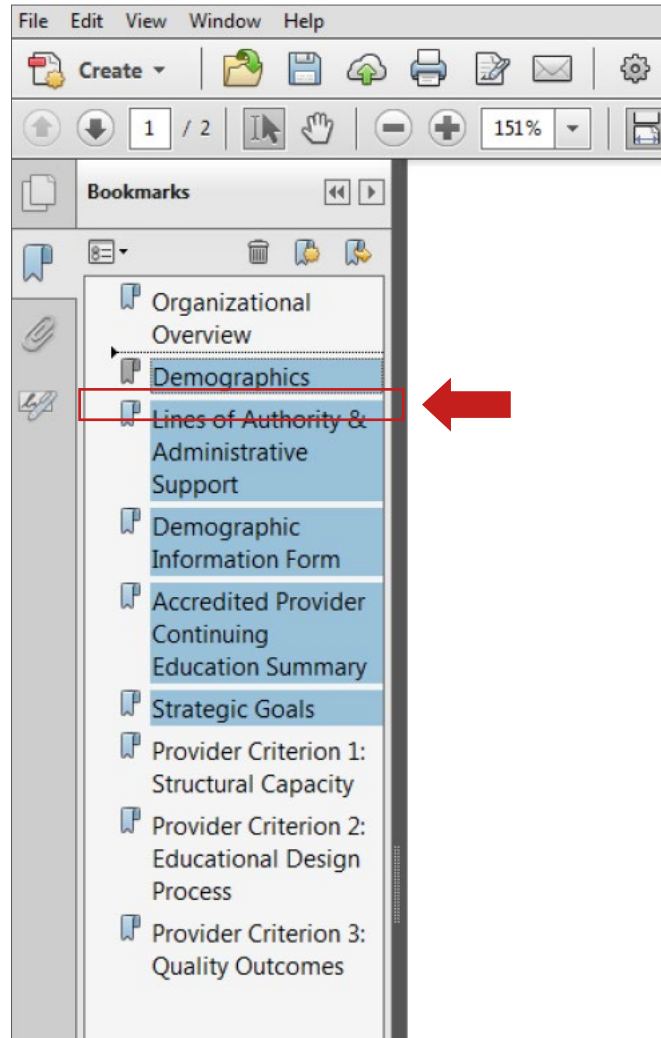
Screenshot 7: Bookmarks without hierarchy

Select/highlight the bookmark or range of bookmarks you want to nest (click the first bookmark, hold down the shift key and click the last bookmarks in the series). Below, all of the bookmarks that will be moved to the subheaded folder “Organizational Overview” have been highlighted:



Screenshot 8: Select bookmarks to move.

Drag the highlighted bookmarks underneath what will become the parent bookmark or section heading. A line with a black triangle on the left will appear that shows where the bookmarks are being moved to. See the Navigation pane in the picture below.

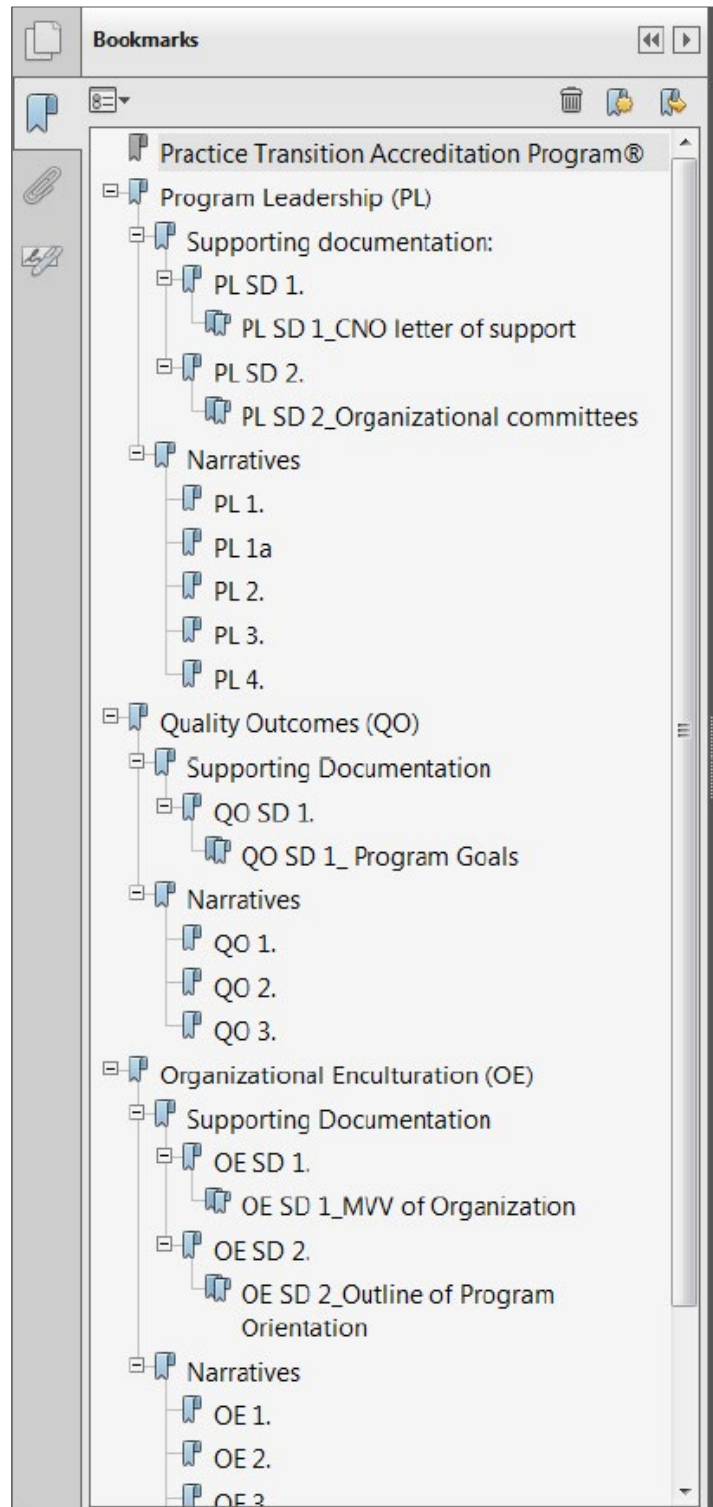


Screenshot 9: Use the black arrow to place bookmarks under the appropriate header.

Release your mouse and the bookmarks will be moved. **NOTE:** *The actual pages will remain in their original location in the document.*

Make sure to save your final bookmarked file for submission via ShareFile.

The screenshot below demonstrates proper organization and formatting of a 2020 PTAP self-study document.



Screenshot 11: Bookmarks were created for all required supporting documents, narrative responses, and additional evidence. Bookmarks are organized and nested appropriately.

ELIGIBILITY REQUIREMENTS

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>The program meets the ANCC Definition of an RN Residency, RN Fellowship, or APRN Fellowship program.</p> <p><i>See PTAP 2020 Application Manual, page 3.</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>The program has identified a Program Director:</p> <ul style="list-style-type: none"> ■ an RN with a current unencumbered license as an RN; ■ graduate degree or higher with either the baccalaureate or graduate degree in nursing; ■ education or experience in adult learning who is responsible for overall planning, implementation, and evaluation of the residency/fellowship program. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		<p>Identify Program Director (name, credentials):</p>
<p>At least one resident/fellow has completed the program in each workplace setting (WPS).</p> <p>CLICK FOR WPS DEFINITIONS</p>			<p>Identify WPS and Residents/Fellows who will be included in the review:</p>

APPLICATION AND ACCREDITATION PROCESS

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>Download and read the full <i>PTAP 2020 Application Manual</i>.</p> <p>CLICK TO DOWNLOAD</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		
<p>Download the <i>PTAP Applicant Timeline & Accreditation Review Checklist</i>.</p> <p>CLICK TO DOWNLOAD</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>We have identified people with sufficient time available to meet with the PTAP team at specific points in the cycle and write the self-study document.</p>	
<p>Download and review the <i>PTAP 2020 Application Form</i>.</p> <p>CLICK TO DOWNLOAD</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		
<p>The applicant has sufficient resources to collect and share necessary programmatic data and information.</p> <p>CLICK TO DOWNLOAD</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		
<p>The program has the resources to pay all accreditation expenses.</p> <p>CLICK FOR EXPENSES</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		

APPLICATION AND ACCREDITATION PROCESS (CONTINUED)

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>Register for a PTAP workshop before submitting an application.</p> <p>CLICK TO REGISTER</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>Attending a workshop is not a requirement, but highly suggested. Data <i>strongly indicates</i> applicants who attend workshops have a greater understanding of the PTAP Standards and have fewer additional documentation requests. You will also gain access to a Learning Community where you can network with residency and fellowship program directors.</p>	

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES OF THE FIVE DOMAINS
DOMAIN 1: PROGRAM LEADERSHIP

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>Executive leaders at the organization provide support to the program through human, material, and financial resources.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>The program has a Program Director who:</p> <ul style="list-style-type: none"> ■ Orients individuals supporting the program; ■ Advocates for the program through participation on organizational committees; ■ Evaluates the program. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 2: QUALITY OUTCOMES

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>The program has at least 4 goals in the following areas:</p> <ul style="list-style-type: none"> ■ Nursing professional development; ■ Practice-based knowledge, skills, and attitudes; ■ Self-reported; ■ Financial. 	<input type="checkbox"/> YES <input type="checkbox"/> NO	<p>See <i>PTAP 2020 Application Manual</i>, pages 15-17, for full requirements relating to programmatic data collection.</p>	<p>List of current goals:</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
<p>The program has at least 18 months of data (or from initiation of the program to present if less than 18 months).</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>Program data is shared with key stakeholders.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>The program is revised based upon the program data collected.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 3: ORGANIZATIONAL ENCULTURATION

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
The program goals are aligned with the organization's Mission, Vision & Values.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Residents are assimilated into the organization.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Residents are introduced to the <i>ANA Scope and Standards of Practice</i> , WPS-specific specialty standards, and consensus-based competencies.	<input type="checkbox"/> YES <input type="checkbox"/> NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 4: DEVELOPMENT & DESIGN

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED , WHEN TO START)
<p>The program has tools to evaluate:</p> <ul style="list-style-type: none"> ■ Faculty; ■ Preceptors; ■ Residents. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>Program curriculum is developed:</p> <ul style="list-style-type: none"> ■ To address competencies expected of the resident fellow; ■ Using incremental goals. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		
<p>Competency assessment is based upon <i>Scope and Standards of Practice</i>:</p> <ul style="list-style-type: none"> ■ All workplace settings have competencies; ■ Competency assessment is consistent across sites/workplace settings. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		

PTAP STANDARDS: REQUIRED STRUCTURES AND PROCESSES (CONTINUED)

DOMAIN 5: PRACTICE-BASED LEARNING

ANCC PTAP REQUIREMENT	GAP?	EXISTING GAP	ACTION PLAN (WHO TO INVOLVE, WHAT IS NEEDED, WHEN TO START)
The program has a longitudinal plan for each resident that spans the length of the program.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
The program allows for remediation and time for resident/fellow reflection.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
The program provides support to the resident/fellows through peer support and mentorship.	<input type="checkbox"/> YES <input type="checkbox"/> NO		
The program includes classroom curriculum and applied learning opportunities including focus on: <ul style="list-style-type: none"> ■ Well-being; ■ Time management; ■ Communication; ■ Critical thinking; ■ Ethical decision making. 	<input type="checkbox"/> YES <input type="checkbox"/> NO		

THANK YOU FOR LOOKING AT PTAP! Our team hopes that you have found this resource helpful as you develop or revise your current program and decide to pursue accreditation! Please reach out with any questions. Once you have applied for and are accepted into a PTAP accreditation cycle, you will have access to a comprehensive resource center with tutorials, timelines, writing tips, and templates.

CONNECT WITH A PTAP TEAM MEMBER TODAY! practicetransition@ana.org





**PRACTICE TRANSITION
ACCREDITATION
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